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Work Assignment SOW

Title: Design and Implementation of GIS Database/Interface for Green Jobs Data

Contractor: IEc, Inc. Contract No.: EP-W-10-002

Work Assignment Number: 1-22

Estimated Period of Performance: Date of issuance to __03/25/11_____

Estimated Level of Effort: 174___ hours

Key EPA Personnel:

Work Assignment COR (WA COR):

Marc Olender

Office of Strategic Environmental Management (1807T)

202/566-2238 202/566-2200

Contract Level COR: Cathy Turner

OP (1805T) 202/566-0951 202/566-3001 (fax)

Background and Purpose:

The EPA Green Jobs team is a network of EPA staff that provides information on green economy issues, including green jobs training opportunities, grants, and funding opportunities from the public and private sector. The team has determined that it would be useful to present the available information on green jobs in a geospatial format that would allow team members to visualize green jobs opportunities and incorporate other EPA and federal geospatial data in the future. The team would like to be able to visualize this data in a way that does not require knowledge of and experience with Geographic Information Systems (GIS). The purpose of this work assignment is to enable team members to visualize Green Jobs data gathered by the team using a free and easy-to-use GIS tool, ArcGIS Explorer, and Microsoft Access.

Quality Assurance (QA) Requirements

Check [] Yes or [X] NO, if the following statement is true or false. The Contractor shall submit a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models with

their technical proposal.

Work Assignment CORs will provide additional information here, if **Yes** is checked above

Tasks and Deliverables:

The WA COR will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WA COR's comments.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

Task 1 - Prepare Workplan

The contractor shall prepare a workplan within 15 calendar days of receipt of a work assignment signed by the Contracting Officer. The workplan shall outline, describe and include the technical approach, resources, timeline and due dates for deliverables, a detailed cost estimate by task and a staffing plan. The WA COR, Contract Level COR and the CO will review the workplan. However, only the CO can approve/disapprove the workplan. The contractor shall prepare a revised workplan incorporating the Contracting Officer's comments, if required.

- 1a. Workplan within 15 calendar days of receipt of work assignment.
- 1b. Revised workplan within <u>7</u> calendar days of receipt of comments from the Contracting Officer, if required.

Task 2 - Preparation and Conversion of Green Jobs Data to Database format [Element 1, paragraph 3, pages 6-7]

The contractor shall prepare the Green Jobs Microsoft Excel spreadsheet for import and perform the import into a Microsoft Access database within 7 calendar days of receipt of technical direction from EPA to do so. The spreadsheet will be provided by EPA for contractor's use. The contractor shall clean up the spreadsheet data and correct any mistakes that would hamper conversion to Microsoft Access format. The contractor will then create a Microsoft Access database from the data.

Deliverables and schedule under Task 2

2a. Cleanup and conversion of Green Jobs spreadsheet data to database format within 7 calendar days of initiation of task.

Task 3 - Programming of ArcGIS Explorer and/or creation of maps from Green Jobs database [Element 1, paragraph 3, pages 6-7]

The contractor shall undertake the following subtasks as possible, based on the capabilities of ArcGIS Explorer and Microsoft Access, and following the schedule listed below:

- Use the Green Jobs Microsoft Access database to program an ArcGIS Explorer-compatible interface to display the data on-the-fly in map format based on database criteria (which will be decided by the consensus of the contractor and EPA).
- Create a series of maps (the number and content of which shall be decided by the
 consensus of the contractor and EPA) that correspond to a user's selection of
 database criteria within Microsoft Access,
- Link the Green Jobs Microsoft Access database to maps displayed within ArcGIS Explorer.

Deliverables and schedule under Task 3

- 3a. Recommendation of approach to GIS interface within 10 calendar days of technical direction from EPA.
- 3b. Development of initial draft of GIS interface within 21 calendar days of technical direction from EPA.
- 3c. Revised draft of GIS interface within 14 calendar days of receipt of comments from EPA.
- 3d. If needed, further revisions within 14 calendar days of receipt of comments from EPA.
- 3e. Provide CD/DVD and/or FTP download of final database and/or programming and/or maps to EPA within 14 calendar days of receipt of technical direction from EPA.

Summary of Deliverables and Dates:

- 1a. Workplan within 15 calendar days of receipt of work assignment.
- 1b. Revised workplan within 5 calendar days of receipt of comments from the, if required.
- 2a. Cleanup and conversion of Green Jobs spreadsheet data to database format within 7 calendar days of initiation of task.
- 3a. Recommendation of approach to GIS interface within 10 calendar days of technical direction from EPA.
- 3b. Development of initial draft of GIS interface within 21 calendar days of technical direction from EPA.

- 3c. Revised draft of GIS interface within 14 calendar days of receipt of comments from EPA.
- 3d. If needed, further revisions within 14 calendar days of receipt of comments from EPA.
- 3e. Provide CD/DVD and/or FTP download of final database and/or programming and/or maps to EPA within 14 calendar days of receipt of technical direction from EPA.

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The purpose of this Amendment to Work Assignment 1-22 is to approve the Contractor's revised cost estimate dated March 28, 2011. LOE: 149 hours Cost: (b)(4) Fee: (b)(4) CPFF: \$14,991.17													
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Comments: The purpose of this no-cost amendment to Work Assignment 1-22 is to revise language in the Statement of Work for Task 2 deliverables. Deliverables are due within 21 days of technical direction from EPA in lieu of 21 days from work plan approval as originally specified.																	
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